**Direct and Manage Project Work Process**

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**Project Name:** Requirements Gathering Agent

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**Prepared By:** PMBOK-Certified Project Manager

The Direct and Manage Project Work process involves leading and performing the work defined in the project management plan and implementing approved changes to achieve the project objectives. This plan adheres to **PMBOK 7th Edition Standards** and is tailored to the context of the Requirements Gathering Agent project.

Inputs for the Direct and Manage Project Work process include project documentation, stakeholder requirements, project assets, and enterprise environmental factors.

**Project Charter:**

- High-level objectives: Automate PMBOK-compliant documentation generation.

- Scope: Development of a Node.js/TypeScript CLI with Azure OpenAI integration.

**Requirements Documentation:**

- Functional requirements: Automatic generation of PMBOK documents (e.g., charters, management plans).

- Non-functional requirements: Compliance with PMBOK standards, modular architecture, secure integration.

**Project Management Plan:**

- Scope Management Plan (from 01\_SCOPE\_MANAGEMENT\_PLAN.md).

- Requirements Management Plan (from 02\_REQUIREMENTS\_MANAGEMENT\_PLAN.md).

**Enterprise Environmental Factors:**

- Industry standards: Compliance with PMBOK 7.0.

- AI model capabilities and token utilization.

- Stakeholder preferences for documentation formats (e.g., Word, JSON).

**Organizational Process Assets:**

- Lessons learned from similar documentation automation projects.

- Templates: WBS, stakeholder register, risk matrix.

Deliverables:

- Generated PMBOK-compliant documents in multiple formats (Markdown, Word, JSON).

- Comprehensive project analysis report.

- Stakeholder-specific deliverables (e.g., Stakeholder Register, Scope Management Plan).

Work Performance Data:

- Metrics for document generation (e.g., processing time, token utilization).

- Quality scores of generated documents (0-100 scale).

Approved Change Requests:

- Addition of PowerPoint (.pptx) export functionality (as per roadmap).

- Improvements to the Enhanced Context Manager for better token utilization.

Updates:

- Updates to the project management plan based on feedback and validation results.

- Updates to the project roadmap and milestones.

**Direct Work Execution:**

- Ensure that all work complies with PMBOK standards and aligns with the project management plan.

- Coordinate the development and testing of the Requirements Gathering Agent.

**Issue Resolution:**

- Address issues related to AI provider integration, document validation, or context utilization.

- Implement corrective actions to resolve bottlenecks in document generation workflows.

**Team Coordination:**

- Facilitate communication between developers, testers, and stakeholders.

- Ensure team members adhere to project deadlines and quality standards.

**Stakeholder Engagement:**

- Maintain regular communication with stakeholders regarding project progress.

- Provide deliverables in preferred formats (e.g., Word, JSON) for stakeholder review.

**Change Management:**

- Review and implement approved change requests (e.g., new export formats).

- Update the project management plan to reflect changes.

**Generate PMBOK-Compliant Documents:**

- Use the Requirements Gathering Agent CLI to create project documents, including charters, stakeholder registers, and management plans.

- Validate generated documents using PMBOK 7.0 compliance checks.

**Integrate AI Providers:**

- Configure Azure OpenAI, Google AI, GitHub Copilot, and Ollama for document generation.

- Test fallback mechanisms to ensure robust error handling in case of API failures.

**Perform Quality Assurance:**

- Validate documents against PMBOK standards and organizational requirements.

- Score documents based on structure, content relevance, and terminology consistency.

**Monitor Context Utilization:**

- Use the Enhanced Context Manager to ensure optimal token usage for large language models (e.g., Gemini 1.5 Pro).

- Analyze context reports to identify and address gaps in project understanding.

• **CLI Tools:** Requirements Gathering Agent CLI for document generation and validation.

• **Enhanced Context Manager:** For intelligent context prioritization and injection.

• **Project Analysis Reports:** Automated discovery of high-value documentation sources.

**Evaluate Change Requests:**

- Assess technical feasibility, impact on scope, cost, and schedule.

- Seek approval for changes that enhance functionality or improve compliance.

**Implement Changes:**

- Add PowerPoint export functionality to the CLI.

- Enhance context injection capabilities for improved document generation quality.

**Update Project Documentation:**

- Modify scope, schedule, and cost management plans to reflect approved changes.

- Communicate updates to stakeholders.

**Track Progress:**

- Use CLI metrics to monitor document generation progress.

- Track performance data, including token utilization and document quality scores.

**Address Risks:**

- Identify and mitigate risks related to AI provider integration, token overflow, or stakeholder dissatisfaction.

- Update the Risk Management Plan accordingly.

**Ensure Stakeholder Satisfaction:**

- Gather feedback on generated documents and address concerns promptly.

- Provide professional Word exports for enterprise stakeholders.

**Challenge:** Inefficient token utilization for large AI models like Gemini 1.5 Pro.

**Mitigation:**

• Use Enhanced Context Manager to maximize token efficiency.

• Prioritize high-relevance documentation sources during context injection.

**Challenge:** Ensuring all generated documents meet PMBOK 7.0 requirements.

**Mitigation:**

• Perform comprehensive validation using PMBOK compliance checks.

• Provide actionable recommendations for document improvement.

**Challenge:** Diverse stakeholder preferences for documentation formats and content.

**Mitigation:**

• Generate documents in multiple formats (Markdown, Word, JSON).

• Maintain regular communication and provide tailored deliverables to stakeholders.

**CLI Progress Tracker:**

- Tracks document generation progress and identifies bottlenecks.

**Context Utilization Report:**

- Provides insights into AI model token usage and context prioritization.

**PMBOK Compliance Report:**

- Validates document structure and content against PMBOK standards.

**Risk Management Dashboard:**

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